

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
March 18, 2019

The Lyndon City Council met in regular session on Monday, March 18, 2019, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Morrison called the meeting to order.

- a) ROLL CALL: City Clerk called roll of the City Council. Mayor Morrison and members Bill Patterson, Doug Harty, and Katie Shepard (7:03) present. Kevin Heit and Darin Schmitt absent with notification.

City Staff present: Pat Walsh, City Attorney; Julie Stutzman, City Clerk; Darrel Manning, Chief of Police; and Scott Culley; Public Works and Travis Brown, Planning and Zoning Administrator.

Others Present: Brian Foster and Wes Weishaar, BG Consultants; Jennifer Hamlet; Tammy Schlingmann, Osage Herald Chronicle; and Gene Hirt.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING:

- a) Patterson made the motion to approve the regular meeting minutes of March 4, 2019 as written. Shepard seconded, motion carried.

3. CONSENT AGENDA:

- a) Approval of Bills: Shepard made the motion to approve the bills as set forth. Harty seconded, motion carried.

4. PUBLIC COMMENTS: Gene Hirt spoke with council about his concerns in regards to street repair, the ongoing sewer project and Jackson Street improvements.

5. CORRESPONDENCE TO COUNCIL:

- March 2019 Edition of the Kansas Government Journal.

6. UNFINISHED BUSINESS:

- a) SEWER PLANT PROJECT UPDATE - BG CONSULTANTS: Brian Foster and Wes Weishaar with BG Consultants provided Council with the following project update:

Wastewater Treatment Improvements: 94% complete.

- Lagoons:
 - Fence installation will commence as ground dries.
 - Final cleanup and seeding to follow in Spring.
- Headworks building construction:

- Equipment control panel connections to follow. Station startup will follow with manufacturer representative and City operators and representatives. Anticipated Startup dates are as follows:
- Pump start-up and testing – **March 12-13** – Pumps can be put into service any time.
- Connection to System this week. Will operate with manual bar-screen until grit equipment startup.
- Grit Equipment – **March 25-26**
- Odor Control – **March 26-27**
- Existing Plant Demolition – **April 3-15**
 - Proposal for generator pad extension received from contractor. - **\$10,080.00**
- Project completion anticipated by mid-to-late April.
- Pay App #11: **\$128,107.50**

Sanitary Sewer Collection System Mainline Improvements: 99% complete.

- Rausch End-Seals installed by March 15th.
 - One End-Seal at MH 48 could not be installed due to deteriorated liner. Can be repaired with point repair at a cost of \$3,500--\$5,500.
- Final clean up and close-out procedures to follow. Final photo documentation to follow Taps completion.
- Final pay app at next meeting.

Sanitary Sewer Service Tap Improvements: 70% complete.

- Tap lining will commence with the construction on Hwy 75. **Week of March 25th.**
- Dig taps progressing as weather allows. Production has been good during good weather.
- Pay App #10: **44,190.96**

Mayor Morrison stated that he assumed the generator pad extension was concrete and asked if they were provided a detail of what work was included in the \$10,080 bid. Mr. Weishaar stated the bid included all the work it would take to deliver a three-foot wide concrete extension to the generator platform with stairs and aluminum handrail. After brief discussion, Mr. Foster will prepare the change order for the concrete extension for the generator platform for council to approve.

Mr. Foster stated another change order needs to be done for a connection issue on manhole #48. He asked the Council if it was okay to proceed with the contractor gathering the measurements to fix the issue and to prepare the final change order and it was consensus of the council to proceed.

Patterson asked about the amount of mowing that will have to be done at the lagoon site and what areas have to be maintained. Mr. Weishaar state there has been discussion about leasing out the pasture on the outside of the lagoon fence and the mowing/maintenance would be limited to the area inside the fence and the rock pile area. Mr. Foster stated the importance of mowing it a few times a year to make sure the vegetation remains low which helps keep unwanted animals out of the lagoon area and preventing them from burrowing holes.

- b) BRB PAY APP #11: Patterson made the motion to approve Pay App #11 for BRB Contractors in the amount of \$128,107.50. Shepard seconded, motion carried.
- c) PIPE SERVICES PAY APP #10: Harty made the motion to approve Pay App #10 for Pipe Services in the amount of \$44,190.96. Patterson seconded, motion carried.
- d) LETTER OF REQUEST - FUNDING FOR JACKSON ST SEWER IMPROVEMENTS: Mr. Weishaar provided Council with two proposed sewer improvements for Jackson Street as well as the letter to USDA requesting funding for the project. The first preliminary layout would extend the city's sewer system to Jackson Street and run parallel with the street. The second proposed preliminary layout would add a secondary line that runs parallel behind the houses on the east side of Jackson street that are already plumbed to city sewer, however, would reduce the distance of connection. After a lengthy discussion about the existing sewer system for residents on Jackson Street, the preliminary layout and the details included in the letter, it was consensus of the Council to proceed with sending the request to USDA for funding the proposed sewer improvements and the preliminary layout with the proposed two lines instead of one.
- e) LETTERS TO KDHE REQUESTING PAYOFF OF LOANS FOR ISSUANCE OF BONDS: The Council received two copies the letters to KDHE requesting the payoff amounts for the existing loan from the previous 2004 sewer project with all amendments as well as the payoff amount for the current project funding with amendments. Patterson made the motion to approve and authorize the Mayor to sign the letters to KDHE. Shepard seconded, motion carried.
- f) MICROCOMM WARRANTY: The City Attorney stated he did not have any concerns in regards to the contract and it saves the city money. Shepard made the motion to approve and authorize the Mayor to sign the proposed three-year warranty with MicroComm which will expire in March 2021. Harty seconded, motion carried.
- g) NFIP INSURANCE PREMIUM: The City Clerk stated the flood insurance for the community center is due to paid and wanted confirmation from the council that they wanted to proceed with Option 2 which they have opted to do in the past.

Harty made the motion to pay Option 2 in the amount of \$2,533 for the community center flood insurance. Shepard seconded, motion carried.

- h) OSAGE COUNTY GUIDE ADVERTISEMENT: The Council received three options for the guide advertisement for the city. After brief discussion, it was consensus of the council to proceed with option #3 changing out the Bailey House picture with the Lyndon sign or an event picture. The City Clerk was asked to call the Corp of Engineer offices to see if they would send us some pictures to use in the ad.

7. NEW BUSINESS:

- a) ORDINANCE 831 - REGULATING SALES OF CEREAL MALT BEVERAGES AND BEER: The City Attorney stated the state changed the law on the sale of cereal malt beverage to an enhanced cereal malt beverage which allows sale of 6% alcoholic beer. He stated to be able to enforce the new law the city needs to pass a new ordinance. The City Attorney stated this is a draft of the new ordinance and would like council to review the content before voting to pass it. Council tabled the matter.
- b) ANNUAL INSURANCE PREMIUM RENEWAL: The Council received a copy of the annual insurance premium renewal for city properties, equipment and vehicles in the amount of \$49,989. The City Clerk reminded the council the premium is lower than it has been in previous years due to the review of coverage that was discussed in 2018 and those changes are included in this year premium. Patterson made the motion to approve to pay the annual insurance renewal to EMC Insurance Companies in the amount of \$49,989. Shepard seconded, motion carried.

8. STAFF REPORTS:

- a) POLICE: Council received the Officer's Activity report for March 2 through March 15, 2019.
- b) PLANNING AND ZONING: Planning and Zoning Administrator Travis Brown provided Council with the monthly report and included copies of the approved permits. Patterson asked the Zoning Administrator if he has had any problems that he did not anticipate with this position. The Zoning Administrator stated nothing that extremely difficult and for residents to get permits before building anything which has been done recently and will be discussed at the April 1 meeting. The council thanked the zoning administrator for submitting the report and attending. The zoning administrator stated he would be submitting the report at the second meeting of each month.

Mayor Morrison stated in some cities underneath the city limits sign there is another sign that states "building permits required". He asked if that is something city should look into and would make life a little easier for everyone with little expense. The City Attorney stated it would be beneficial to have the signage and stated the most popular usually reads "this city is zoned and requires building permit".

- c) PUBLIC WORKS: Council received a copy of the Maintenance Activity report.

The Maintenance Supervisor stated he had purchased some signs from Knox that would be comparable to the size for the building permits required and they were approximately \$38 to \$45 each. He stated there is also a place in Ottawa he could check also for the signage and they may also have them pre-printed.

The emergency sirens are set to be inspected on Wednesday, March 20 to make sure things are working properly.

Meeting is scheduled on Wednesday or Thursday with the concrete contractor and county in regards to replacing sidewalk on south side of the courthouse from Topeka to Ash Street in regards to possible cost.

The Council held a lengthy discussion with the Maintenance Supervisor about the city streets that need to be done and making plans for streets in the future and setting aside funds for specific areas.

- d) CITY CLERK: Council received a copy of the Clerk's report and was briefly discussed.


9. COUNCIL/MAYOR COMMENTS AND REPORTS:

Mayor Morrison stated spring is around the corner and the city will be hiring for the pool and seasonal maintenance.

10. EXECUTIVE SESSION: At 8:38 p.m. Patterson made the motion to recess to executive session for non-elected personnel for 15 minutes with the City Attorney and Maintenance Supervisor attending to discuss the full-time maintenance position. Shepard seconded, motion carried. At 8:53 p.m. Council reconvened with no action taken.


11. ADJOURNMENT: Shepard made the motion to adjourn to Monday, April 1, 2019 for regular meeting. Patterson seconded, motion carried.

Respectfully submitted,


Julie Stutzman, CMC
City Clerk

Approved by the governing body on April 1, 2019

Attest:


Julie Stutzman, CMC
City Clerk